

## Information available from Caia Park Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations, and contacts) This will be current information only		
Who's who on the Council and its Committees	Website or contact Clerk	Free or 10p per page hard copy
Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or contact Clerk	Free
Location of main Council office and accessibility details	Website or contact Clerk	Free
Staffing structure	Website or contact Clerk	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) (Current and previous financial year)		
Annual return form and report by auditor	Hard Copy contact Clerk	£1.00
Finalised budget	Hard copy contact Clerk	10p per page
Precept	Contained within January Council minutes (Website or contact Clerk)	Free
Borrowing Approval letter	Not applicable at present	
Financial Standing Orders and Regulations	Hard copy contact Clerk	10p per page

Grants given and received	Contained within Council minutes. List on Website or contact Clerk	Free or 10p per page hard copy
List of current contracts awarded and value of contract	Hard copy contact Clerk	Free
Members' allowances and expenses	Hard copy contact Clerk	Free or 10p per page hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections, and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Not applicable	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Website, displayed in Council Offices or contact Clerk	Free
Agendas of meetings (as above)	Displayed in Council offices or contact Clerk	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or contact Clerk	Free or 10p per page hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy contact Clerk	Free or 10p per page hard copy

Responses to consultation papers	Council minutes – website or contact Clerk	Free
Responses to planning applications	Website or contact Clerk	Free
Byelaws	Not applicable	
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies, and procedures for delivering our services and responsibilities)  Current information only. Policies and procedures for the conduct of council business:</p>		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy contact Clerk	10p per page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy contact Clerk	10p per page
Information security policy	Not applicable	
Records management policies (records retention, destruction, and archive)	Not applicable	
Data protection policies	Contact Clerk	10p per page

Schedule of charges (for the publication of information)	Contact Clerk	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Contact Clerk	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Contact Clerk	Free
Register of members' interests	Contact Clerk	Free
Register of gifts and hospitality	Contact Clerk	Free
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, and lighting	Contact Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Community Advice service (Debt and Welfare Rights)	Website or contact Clerk	Free
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Applications for Financial assistance from local organisations	Contact Clerk	Free

**Contact details: Andrea Evans. Clerk to Caia Park Community Council  
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Tel. 01978 354825 Fax. 01978 290614 Email. [clerk@caiapark.gov.uk](mailto:clerk@caiapark.gov.uk)**

## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* The actual cost incurred by the public authority